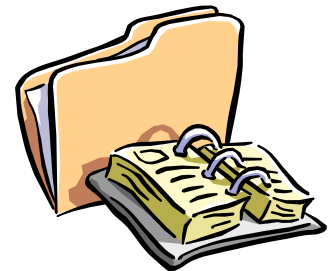


# CANS Calendar of Events/Due Dates 2008-2009

The following list includes important activities, events and due dates for the school year in South Dakota. While this is specific for 2008-2009, the dates are very close from year to year except that conference dates and locations change.



## *Office of Education Services and Support Child and Adult Nutrition Services (CANS)*

**Annually** -- Audits due 9 months from end of agency's fiscal year.  
Evaluation of School Wellness Policy

### **Monthly**

- 5 -- CANS will mail commodity order blanks to nine-month schools from August –April on or about the 5th. Those schools and RCCIs operating year-round receive an order blank August-May.
- 10 -- Schools submit claims for meal reimbursement for each prior month of operation. Months with 10 days or less can be combined with the prior or following month
- 15 -- Schools submit commodity order blanks for next month's delivery; schools submit receipts for current month's commodities
- 20-25 -- State processes reimbursement payments

### **August**

- July 30 – August 1--School Nutrition Association of SD annual conference and CANS workshop Information can be found at [www.sdsna.org/conference.htm](http://www.sdsna.org/conference.htm)
- 29 -- School Nutrition Program application packets due
- CACFP applications due same date for those operated by schools
- Dates are staggered for other agencies with CACFP

### **September**

#### **October**

- 1 -- Count number of approved applications for meal benefit to determine verification (See memo NSLP 51.3)
- TBA -- New Managers Workshop in Pierre

#### **November**

- 10 -- October site survey due with October claim for reimbursement
- 15 -- NSLP verification of applications for free and reduced price meals must be completed and documented based on number of applications on file October. (See memo NSLP 51.3)

**January**

31 -- Certification Institute registration information mailed to local agencies

**February**

1 -- Annual review of meal counting procedures by schools and RCCIs completed, documented and retained in local files. (See NSLP-52)

1 -- Verification Report 742SD due to CANS (See memo NSLP 51.3)

**March**

SNA Legislative Action Conference, Washington, DC

National School Breakfast Week

Summer Food Service Program administrative workshops

31 -- Audit statements due now or 9 months from end of fiscal year

**April**

Summer Food Service Program applications and commodity orders due  
Certification Institute registrations due

**May**

First full week of May -- Child Nutrition Employee Appreciation Week

Summer Food Service Program operating workshops

**June**

Child Nutrition Program Personnel Certification Institute

CANS mails the year-end summary of commodities

30-July 3 SNA Annual National Conference, Las Vegas, Nevada

**July**

CANS will mail meal program applications to local agencies.

27- 31<sup>st</sup> SNASD annual conference & CANS workshop, Huron

**August**

15 -- Operating statement and balance sheet for all school meals programs due from schools, RCCIs and BIA schools

